

Return to:
Greenville County Schools
Payroll - W2 Requests
Fax 864.355.1192
Email payroll@greenville.k12.sc.us



Greenville County Schools Request for IRS W-2 Copy

PLEASE PRINT

Please reissue a wage and tax statement (form W-2) for the tax year(s) ending _____

Name _____

Social Security # _____

___ I would like my W-2 mailed to the following Current Address:

Street _____

City _____ State _____ Zip Code _____

___ I would like to pick up my W-2 from the Central Office.

The Form W-2 is requested for the following reason:

- ___ Never Received.
- ___ Misplaced or Destroyed
- ___ Social Security Number/Name Incorrect (provide copy of Social Security Card)
- ___ Other (Explain) _____

Note: Requests received through Friday will be printed and ready for pick-up or mailing on the following Friday. You will not be called to pick-up the W-2. W-2's not picked up within 1 month will be destroyed.

Signature

Date

For Payroll Use ONLY

Date Received _____

Original W-2 remailed _____

Processed by _____

Duplicate W-2 reissued _____